

STATE PERSONNEL BOARD AGENDA



NOVEMBER 3, 2008

SACRAMENTO, CA



CALIFORNIA STATE PERSONNEL BOARD

801 Capitol Mall • Sacramento, California 95814 • www.spb.ca.gov

ARNOLD SCHWARZENEGGER, Governor



MEMORANDUM

DATE: October 23, 2008

TO: ALL INTERESTED PARTIES

FROM: STATE PERSONNEL BOARD – Executive Office

SUBJECT: Notice and Agenda for the November 3, 2008, Meeting of the State Personnel Board

PLEASE TAKE NOTICE that on November 3, 2008, at the offices of the California State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, the State Personnel Board will hold its regularly scheduled meeting.

The attached Agenda provides a brief description of each item to be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in open sessions are open to those interested in attending. Interested members of the public who wish to address the Board on an open session item may request the opportunity to do so.

Should you have questions or wish to obtain a copy of any materials related to items considered in the open sessions, please visit the SPB website at www.spb.ca.gov or contact staff in the Secretariat's Office via mail at State Personnel Board, 801 Capitol Mall, Room 570, Sacramento, California 95814 or by calling (916) 653-1028.

Secretariat's Office

Attachment



CALIFORNIA STATE PERSONNEL BOARD

801 Capitol Mall • Sacramento, California 95814 • www.spb.ca.gov

ARNOLD SCHWARZENEGGER, Governor



BOARD MEETING – NOVEMBER 3, 2008¹

**10:00 a.m. – 2:00 p.m.
(Or upon completion of business)**

ALL TIMES ARE APPROXIMATE

Public and Closed Session Location

801 Capitol Mall, Room 150
Sacramento, CA 95814

¹ Sign Language Interpreter will be provided for Board Meeting upon request – contact Secretariat at (916) 653-1028.

OPEN SESSION OF THE STATE PERSONNEL BOARD

10:00 a.m.

- 1. ROLL CALL**
- 2. REPORT OF THE EXECUTIVE OFFICER**
- Suzanne M. Ambrose
- 3. REPORT OF THE ACTING CHIEF COUNSEL**
- Bruce Monfross
- 4. DISCUSSION OF UPCOMING BOARD MEETING SCHEDULED FOR NOVEMBER 18, 2008, IN SACRAMENTO, CALIFORNIA.**
- 5. REPORT ON THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM**
- Anne Sheehan
- 6. REPORT OF COOPERATIVE PERSONNEL SERVICES**
- Jerry Greenwell, Chief Executive Officer
- 7. NEW BUSINESS**
Items may be raised by Board Members for scheduling and discussion for future meetings.
- 8. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

10:05 a.m.

- 9. INFORMATIONAL HEARING – RECEIVER’S REQUEST FOR DELEGATION AND MODIFICATION TO PROCESSES**
- California Prison Health Care Receivership Representative

10:20 a.m.

- 10. PROPOSED AMENDMENTS TO REGULATIONS CONCERNING NUMBER OF ELIGIBLES ON A LOCAL AGENCY CERTIFICATION LIST**
- Bruce Monfross, Acting Chief Counsel, SPB

10:35 a.m.

11. INFORMATIONAL HEARING – CAREER EXECUTIVE ASSIGNMENT (CEA)

-SPB Staff Representative

Staff will recommend to the Board adoption of regulations that define the CEA classification(s) and set forth requirements for examination of CEAs. The Board invites interested persons to address the following issues to assist the Board in determining which policies to adopt.

1. Should CEA be defined as a single classification or separate classifications based on pay band?
2. Should an examination be required for CEA realignments “in place”?
3. Should an examination be required to transfer an incumbent CEA to a different CEA position at a higher level regardless of the appointing authority?

10:55 a.m.

12. HEARING – CAREER EXECUTIVE ASSIGNMENT (CEA) PROCESS CHANGES

- Mike Strazzo, Division Chief, Merit Operations Division

The CEA Task Force will recommend to the Board full implementation of the changes to the process used to allocate positions to the CEA category that were piloted with a limited number of state departments since May 2008. This hearing is to allow interested parties to provide input to the Board before it makes a decision on the Task Force’s recommendation.

11:15 a.m.

13. LIMITED THREE-RANKS PILOT PROJECT: REQUEST TO ADD A CLASS TO THE PILOT PROJECT

- Michael Davis, HR MOD Representative
- Department of Education Representative

The Department of Education requests the addition of the class of Education Program Consultant to the Limited Three-Ranks Pilot Project. This hearing will allow interested parties to provide information the Board will consider in making a decision on the request.

11:30 a.m.

14. ORAL ARGUMENT

In the matter of **CASE NO. 06-2706PA**. Appeal from dismissal. Correctional Sergeant. Department of Corrections and Rehabilitation.

12:00 p.m.

15. ORAL ARGUMENT

In the matter of **CASE NO. 06-2737A**. Appeal from dismissal. Correctional Sergeant. Department of Corrections and Rehabilitation.

12:30 p.m.

CLOSED SESSION OF THE STATE PERSONNEL BOARD

16. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS

Deliberations to consider matters submitted at prior hearing.
[Government Code Sections 11126(c)(3), 18653(3)]

17. DELIBERATION ON NON-EVIDENTIARY CASES AND ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES

Deliberations on proposed, rejected, remanded, and submitted decisions, petitions for rehearing, and other matters related to cases heard by Administrative Law Judges of the State Personnel Board or by the Board itself.

[Government Code sections 11126(c)(3), 18653]

18. PENDING LITIGATION

Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial.
[Government Code sections 11126(e)(1), 18653.]

California Highway Patrol, et al. v. State Personnel Board, et al.

Sacramento Superior Court

Case No. 34-2008-00002G14-CU-WM-GDS

California Department Corrections and Rehabilitation, et al. v. State Personnel Board, et al.

Sacramento Superior Court

Case No. 34-2007-00883875-CU-WM-GDS

Patrick McCollum v. State of California

United States District Court, Northern District of California

Case No. C 04-03339 CRB

Plata, et al. v. Schwarzenegger, et al.

Case No. C01-1351 TEH

Yvonne Walker, Service Employees International Union, Local 1000 v.

Arnold Schwarzenegger, et al., Sacramento Superior Court Case No. 34-2008-40000001-CU-PT-GDS

19. RECOMMENDATIONS TO THE LEGISLATURE

Deliberations on recommendations to the Legislature.
[Government Code section 18653]

20. RECOMMENDATIONS TO THE GOVERNOR

Deliberations on recommendations to the Governor.
[Government Code section 18653]

21. EMPLOYEE PERSONNEL MATTER

Discussion concerning the appointment and employment of Chief
Counsel candidates. [Government Code section 11126(a)(1)]

1:40 p.m.

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

BOARD ACTIONS:

**22. ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY
MINUTES OF THE OCTOBER 3, 2008, BOARD MEETING.**

**23. ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY
MINUTES OF THE OCTOBER 3, 2008, CLOSED SESSION BOARD
MEETING.**

**24. RESOLUTION EXTENDING TIME PURSUANT TO GOVERNMENT
CODE SECTION 18671.1**

**25. ADOPTION OF THE PROPOSED STATE PERSONNEL BOARD 2009
MEETING SCHEDULE**

26. SUBMITTED ITEMS

These items have been taken under submission by the State Personnel
Board at a prior meeting and may be before the Board for a vote at this
meeting.

**A. DEPARTMENT OF TRANSPORTATION'S CAREER
EXECUTIVE ASSIGNMENT (CEA) PROPOSALS UNDER
CONSIDERATION (Multiple Districts)**

Staff from PEGC requested a hearing to discuss multiple CEA
proposals that were listed on the March 25, 2008, State Personnel
Board Agenda. PEGC and CalTrans Director Will Kempton
addressed the five-member Board on August 8, 2008. The Board
took the matter under submission.

**B. CALIFORNIA DEPARTMENT OF CORRECTIONS AND
REHABILITATION'S PROPOSED ESTABLISHMENT OF NEW
CLASS, MENTAL HEALTH THERAPIST**

Department of Corrections and Rehabilitation proposed the
establishment of a new class, Mental Health Therapist,
Correctional Facility, with a twelve month probationary period and

designation of the class as sensitive under State Personnel Board Rule 213 for the purpose of pre-employment drug testing.

C. STATE EMPLOYEE MEDIATION PROGRAM HEARING

SPB Staff presented different options for administering the State Employee Mediation Program in light of resource limitations. Interested parties were invited to comment.

27. EVIDENTIARY CASES

A. BOARD CASES SUBMITTED

These items have been taken under submission by the State Personnel Board at a prior meeting.

(1) CASE NO. 04-1782A

Appeal from constructive medical suspension

Classification: Correctional Counselor I

Department: Department of Corrections and Rehabilitation

Proposed decision rejected June 24, 2008.

Transcripts prepared.

Oral argument heard October 3, 2008, Sacramento.

Case ready for decision by FULL Board.

(2) CASE NO. 07-1490

Appeal from five percent reduction in salary for 12 months

Classification: Correctional Sergeant

Department: Department of Corrections and Rehabilitation

Case taken under submission at the September 23, 2008 Board meeting.

(3) CASE NO. 06-0562

Appeal from dismissal

Classification: Correctional Lieutenant

Department: Department of Corrections and Rehabilitation

Case taken under submission at the October 3, 2008 Board meeting.

(4) CASE NO. 06-0817A

Appeal from dismissal

Classification: Industrial Relations Counsel IV

Department: Department of Industrial Relations

Proposed decision rejected March 25, 2008.

Transcript prepared.

Oral argument set for June 9-10, 2008, Sacramento.

Oral argument continued.
Oral argument heard July 8, 2008, Sacramento.
Case ready for decision by FULL Board.

(5) CASE NO. 07-1295A

Appeal from dismissal

Classification: Fire Apparatus Engineer-Paramedic

Department: Department of Forestry and Protection

Proposed decision rejected on May 13, 2008.

Transcripts prepared.

Oral argument heard September 3, 2008, Sacramento.

Case ready for decision by FULL Board.

(6) CASE NO. 06-2897E

Appeal for whistleblower retaliation complaint

Classification: Staff Services Manager II

Department: California Earthquake Authority

Case taken under submission at the October 3, 2008

Board meeting.

B. ORAL ARGUMENTS

These cases will be argued at this meeting or will be considered by the Board in closed session based on written arguments submitted by the parties.

(1) CASE NO. 06-2706PA

Appeal from dismissal

Classification: Correctional Sergeant

Department: Department of Corrections and Rehabilitation

(2) CASE NO. 06-2737PA

Appeal from dismissal

Classification: Correctional Sergeant

Department: Department of Corrections and Rehabilitation

C. CHIEF COUNSEL RESOLUTIONS, REMANDS, STIPULATIONS, OTHER

NONE

D. ADMINISTRATIVE LAW JUDGES' PROPOSED DECISIONS

The Board Administrative Law Judges (ALJ) conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

PROPOSED DECISIONS AFTER HEARING

These are ALJ proposed decisions submitted to the Board for the first time.

(1) CASE NO. 07-4000

Appeal from ten percent reduction in salary for 12 months

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation

(2) CASE NO. 08-1357

Appeal from dismissal

Classification: Fire Captain

Department: California Department of Forestry and Fire Protection

(3) CASE NO. 07-0111

Appeal from dismissal

Classification: Criminal Intelligence Specialist

Department: Department of Justice

(4) CASE NO. 08-1290

Appeal from rejection during probation

Classification: Licensed Vocational Nurse

Department: Department of Corrections and Rehabilitation

(5) CASE NO. 07-5075

Appeal from disciplinary transfer

Classification: Psychiatric Technician Assistant

Department: Department of Developmental Services

(6) CASE NO. 06-3992E, DPA CASE NO. 07-M-0020

Appeal from denial of discrimination complaint

Classification: Staff Services Manager I

Department: State Personnel Board

PROPOSED DECISIONS AFTER BOARD REMAND

NONE

PROPOSED DECISIONS AFTER SPB ARBITRATION

NONE

ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

E. PETITIONS FOR REHEARING

- (1) **CASE NO. 06-0393P**
Appeal from dismissal
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation

F. PENDING BOARD REVIEW

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

- (1) **CASE NO. 06-2706PA**
Appeal from dismissal
Classification: Correctional Sergeant
Department: Department of Corrections and Rehabilitation
Petition for rehearing granted April 7, 2008.
Transcript prepared.
Oral argument set for August 8, 2008, Sacramento.
Oral argument continued.
Oral argument set for October 3, 2008, Sacramento.
Oral argument continued.
Oral argument set for November 3, 2008, Sacramento.
- (2) **CASE NO. 07-3421PA**
Appeal from dismissal
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Petition for rehearing granted October 21, 2008.
Pending transcript.

- (3) **CASE NO. 05-4338EA & 05-4339A**
Appeal from denial of reasonable accommodation and constructive medical termination
Classification: Registered Nurse
Department: Department of Corrections and Rehabilitation
Proposed decision rejected September 23, 2008.
Transcripts prepared.
Oral argument set for December 2, 2008, San Francisco.
- (4) **CASE NO. 08-0440A**
Appeal from dismissal
Classification: Correctional Sergeant
Department: Department of Corrections and Rehabilitation
Petition for rehearing granted October 21, 2008.
Pending transcript.
- (5) **CASE NO. 06-2737PA**
Appeal from dismissal
Classification: Correctional Sergeant
Department: Department of Corrections and Rehabilitation
Petition for rehearing granted April 22, 2008.
Transcripts prepared.
Oral argument set for August 8, 2008, Sacramento.
Oral argument continued.
Oral argument set for October 3, 2008, Sacramento.
Oral argument continued.
Oral argument set for November 3, 2008, Sacramento.
- (6) **CASE NO. 07-1749PA**
Appeal from automatic resignation
Classification: Youth Correctional Officer (Permanent-Intermittent)
Department: Department of Corrections and Rehabilitation
Petition for rehearing granted October 21, 2008.
Pending transcript.
- (7) **CASE NO. 07-3873PA**
Appeal from dismissal
Classification: Correctional Lieutenant
Department: Department of Corrections and Rehabilitation
Petition for rehearing granted October 21, 2008.
Pending transcript.

28. NON-EVIDENTIARY CASES

A. WITHHOLD APPEALS

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

WITHHOLD FROM CERTIFICATION
CASES NOT HEARD BY A STAFF HEARING OFFICER

(1) CASE NO. 07-1095N

Classification: Correctional Officer

Department: California Department of Corrections and Rehabilitation

Issue: Suitability; omitting pertinent information and negative law enforcement contacts.

(2) CASE NO. 07-0142N

Classification: Correctional Officer

Department: California Department of Corrections and Rehabilitation

Issue: Suitability; negative employment history.

(3) CASE NO. 07-0967N

Classification: Correctional Officer

Department: California Department of Corrections and Rehabilitation

Issue: Suitability; hard drug use within ten years of application.

(4) CASE NO. 07-4663N

Classification: Fire Fighter II and Fire Apparatus Engineer

Department: Department of Forestry and Fire Protection

Issue: Suitability; falsification of training certificates.

(5) CASE NO. 07-5284N

Classification: Tax Technician I, Youth Correctional Officer

Department: State Personnel Board

Issue: Appellant does not qualify to take state exams due to her termination from state employment.

- (6) **CASE NO. 07-5287N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; on probation at the time of the application.
- (7) **CASE NO. 07-3605N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; Driving Under the Influence conviction.
- (8) **CASE NO. 07-3551N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; furnishing inaccurate information, negative law enforcement contacts and negative driving history.
- (9) **CASE NO. 07-5682N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; insobriety, negative law enforcement contacts and negative employment and credit history.
- (10) **CASE NO. 06-4226N**
Classification: Associate Governmental Program Analyst
Department: Department of Health Services
Issue: Suitability; does Appellant meet the minimum experience or education qualifications to participate in the AGPA exam process.
- (11) **CASE NO. 07-5461N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; hard drug use within ten years of application.
- (12) **CASE NO. 07-5312N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; negative driving history.

- (13) CASE NO. 07-6044N**
Classification: Correctional Officer/Youth Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; hard drug use within ten years of application.
- (14) CASE NO. 07-3838N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; omitted pertinent information.
- (15) CASE NO. 07-5304N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; omitting pertinent information.
- (16) CASE NO. 07-1525N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; omitting of pertinent information and negative law enforcement contacts.
- (17) CASE NO. 07-4242N**
Classification: Youth Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability, negative employment history.
- (18) CASE NO. 07-5308N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; DUI conviction within one year of application.
- (19) CASE NO. 07-6271N**
Classification: Casework Specialist: Youth Authority
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; omission of pertinent information.

- (20) CASE NO. 08-0583N**
Classification: CHP Cadet
Department: California Highway Patrol
Issue: Suitability; furnishing inaccurate information and negative law enforcement contacts.
- (21) CASE NO. 07-4722N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; omitting pertinent information.
- (22) CASE NO. 07-3971N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; arrest/conviction record.
- (23) CASE NO. 07-1074N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; does Appellant meet the minimum education qualifications to participate in the peace officer exam process.
- (24) CASE NO. 07-3244N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; omission of pertinent information.
- (25) CASE NO. 07-0735N**
Classification: Heavy Equipment Mechanic
Department: Department of Transportation
Issue: Suitability; does Appellant meet the minimum qualifications to participate in the exam process.
- (26) CASE NO. 07-5935N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; three DUI convictions in a lifetime.

(27) CASE NO. 07-3666N

Classification: Correctional Officer

Department: California Department of Corrections and Rehabilitation

Issue: Suitability; does Appellant meet the minimum education qualifications to participate in the exam process.

(28) CASE NO. 07-0807N

Classification: Transportation Planner

Department: California Department of Transportation

Issue: Suitability; does Appellant meet the minimum education qualifications to participate in the exam process.

(29) CASE NO. 07-6454N

Classification: Correctional Officer

Department: California Department of Corrections and Rehabilitation

Issue: Suitability; omitted pertinent information and negative law enforcement contact.

(30) CASE NO. 06-4122N

Classification: Correctional Officer

Department: California Department of Corrections and Rehabilitation

Issue: Suitability; negative law enforcement contacts, negative military history and failure to respond.

B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

CASES HEARD BY A STAFF HEARING OFFICER

(1) CASE NO. 07-1906N

Classification: Correctional Officer

Department: California Department of Corrections and Rehabilitation

DISMISSED CASES

(1) CASE NO. 07-2434N

Classification: Correctional Officer

Department: California Department of Corrections and Rehabilitation

- (2) **CASE NO. 08-1556N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (3) **CASE NO. 07-2402N**
Classification: Youth Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (4) **CASE NO. 07-4428N**
Classification: Seasonal Clerk
Department: Department of Developmental Services

**C. EXAMINATION APPEALS, MINIMUM QUALIFICATIONS, MERIT
ISSUE COMPLAINTS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

NONE

**D. RULE 211 APPEALS, RULE 212 OUT OF CLASS APPEALS,
VOIDED APPOINTMENT APPEALS**

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

RULE 211

NONE

RULE 212

NONE

VOIDED APPOINTMENT

NONE

E. REQUEST TO FILE CHARGES CASES, PETITION FOR REHEARING

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

REQUEST TO FILE CHARGES CASES

(1) CASE NO. 07-1660N

Classification: Seasonal Aide

Department: Department of Fish and Game

Issue: The charging party requests to file charges for violations of various subsections of Government Code section 19572.

(2) CASE NO. 06-1191N

Classification: Maintenance Supervisor

Department: Department of Transportation

Issue: The charging party requests to file charges for violations of various subsections of Government Code section 19572.

(3) CASE NO. 06-3727N

Classification: Office Technician (Typing)

Department: Department of Transportation

Issue: The charging party requests to file charges for violations of various subsections of Government Code section 19572.

(4) CASE NO. 06-2476N

Classification: Staff Chemist

Department: Department of Toxic Substances Control

Issue: The charging party requests to file charges for violations of various subsections of Government Code section 19572.

(5) CASE NO. 06-1604N

Classification: Former Chief Psychiatrist

Department: Department of Social Services

Issue: The charging party requests to file charges against the charged parties for various subsections of Government Code section 19572.

- (6) **CASE NO. 06-4227N**
Classification: Fire Fighter I
Department: Department of Forestry and Fire Protection
Issue: The charging party requests to file charges for violations of various subsections of Government Code section 19572.
- (7) **CASE NO. 07-1266N**
Classification: Fire Captain
Department: Department of Forestry and Fire Protection
Issue: The charging party requests to file charges for violations of various subsections of Government Code section 19572.
- (8) **CASE NO. 07-6137N**
Classification: Dental Assistant
Department: California Department of Corrections and Rehabilitation
Issue: The charging party requests to file charges for violations of various subsections of Government Code section 19572.

29. NON-HEARING AGENDA

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing. Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII of the California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend that the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.

- (1) ALTERNATE RANGE CRITERIA (ARC) 101, 148, 298, 367, AND 429, AFFILIATED WITH DEPARTMENT SPECIFIED CLASSES FOR VARIOUS DEPARTMENTS**
Proposed revisions to Alternate Range Criteria for Housing and Community Development Representative I, Disability Evaluation Analyst, Tax Compliance Representative, Assistant Loan Officer, and Program Evaluator, CalPERS.

B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.

THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE PERSONNEL BOARD proposes to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes. When classes are proposed to be abolished which are part of a class series, and other classes within the series will continue to be used, the class specification is included in the board item.

NONE

30. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions. The first section lists position actions that have been proposed and are currently under consideration. Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Consulting Services Division of the State Personnel Board, and the department proposing the action. To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication. In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit

issues are raised regarding a proposed CEA position action, and the State Personnel Board approves it, the action becomes effective without further action by the Board. The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION

(1) ASSISTANT DIRECTOR OF ACCOUNTING DIVISION – FINANCIAL ACCOUNTING

The California State Teacher's Retirement System proposes to allocate the above position to the CEA category. This position will lead the development of policy for financial reporting, investment accounting, administrative accounting, and benefit and other payables accounting. The position must also formulate policies and processes for operations and develop measurements of the efficiency and effectiveness of operations.

B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS

NONE

ADJOURNMENT

SPB Board Item

Date: November 3, 2008

TO: State Personnel Board

FROM: Career Executive Assignment Task Force

REVIEWED BY: Mike Strazzo, Merit Operations Division, Chief

RE: Career Executive Assignment (CEA) Process Changes

REASON FOR HEARING

The CEA Task Force recommends full implementation of the changes to the process used to allocate positions to the CEA category that were piloted with a limited number of state departments since May 2008. This hearing is to allow interested parties to provide input to the Board before it makes a decision on the Task Force's recommendation.

ISSUE:

The need to reform the CEA request process was one of the priority items identified at a meeting held in July 2007, with the Department of Personnel Administration (DPA), HR Modernization (HR MOD), departmental representatives, and the State Personnel Board (SPB). As a result, the CEA Task Force was convened in September 2007, with the charge to evaluate various aspects of the CEA process and develop short and long-term recommendations.

Beginning May 1, 2008, SPB, DPA, and 16 departments implemented a pilot test of a streamlined CEA request process and form. The purpose of the pilot was to determine if the new process was simpler and faster while providing the information needed to make timely CEA decisions. The new process consolidates the information previously collected from the Justification Memorandum, Key Position Description, and Data Input Form into the streamlined CEA Position Request Form. The pilot was successful based on positive feedback received from the pilot departments.

NEW PROCESS: The new CEA Position Request Form and detailed instructions are attached. If adopted, departments will begin using the new CEA process and CEA Position Request Form for all new CEA requests. SPB and DPA will continue to process any CEA requests which have already been submitted. Under the new process, all CEA Position Request Forms are simultaneously submitted electronically to SPB and DPA. When sufficiently documented, CEA

Position Request Forms will normally be processed within 30 calendar days of receipt.

DOCUMENTS ENCLOSED FOR BOARD REVIEW

Copies of the following documents are enclosed:

- (1) CEA Request Form
- (2) CEA Request Form Instructions

CEA POSITION REQUEST

XXXX (NEW 10/2008) Page 1

NOTE: Complete all sections on pages 1-5 in their entirety. Refer to CEA Position Request Instructions for detailed instructions.

SPB USE ONLY

1. DPA RECORD NO.	2. DATE	3. DEPARTMENT	4. ORGANIZATIONAL PLACEMENT	
5. CEA POSITION TITLE			6. POSITION NUMBER	
- - -				
7. SUMMARY OF PROPOSED POSITION DESCRIPTION (2-3 sentences – will be used for SPB calendar, Part A)				
8. TYPE OF REQUEST <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> New CEA Request <input type="checkbox"/> Level Change <input type="checkbox"/> Reactivate Inactive CEA Position </div> <div> <input type="checkbox"/> Revision of Existing CEA Allocation <i>(minor changes such as title change, etc.)</i> <input type="checkbox"/> Significant Changes to Existing CEA Allocation <i>(include copy of original package)</i> </div> </div>				
9. DEPT HUMAN RESOURCES CONTACT	TITLE	PHONE	EMAIL	
10. DEPARTMENT APPROVING OFFICIAL	TITLE	PHONE	EMAIL	
A. HISTORICAL AND GENERAL INFORMATION				
11. FUNCTION (Select one) <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> Administration (ADM) <input type="checkbox"/> Budget (BUD) <input type="checkbox"/> Education (EDU) <input type="checkbox"/> Engineering, Construction & Design (ENG) <input type="checkbox"/> Financial-Investments (FIN) <input type="checkbox"/> Health Care (HCR) </div> <div style="width: 33%;"> <input type="checkbox"/> Human Resources (PER) <input type="checkbox"/> Information Technology (EDP) <input type="checkbox"/> Legal (LGL) <input type="checkbox"/> Legislative Analysis (LEG) <input type="checkbox"/> Management Analysis (MGT) <input type="checkbox"/> Public Information (INF) <input type="checkbox"/> Public Safety, Law & Regulation Compliance (SAF) </div> <div style="width: 33%;"> <input type="checkbox"/> Purchasing & Property Appraisal (PP) <input type="checkbox"/> Regional & Field Administration (RAD) <input type="checkbox"/> Regulatory, Auditing & Review (REG) <input type="checkbox"/> Research, Planning & Evaluation (RPE) <input type="checkbox"/> Resource Conservation (RES) <input type="checkbox"/> Risk Management (RMG) <input type="checkbox"/> Social Security & Rehabilitation (SSR) </div> </div> <input type="checkbox"/> Other (Explain):				
12. DEPARTMENT DATA <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Department Size (authorized positions per Governor's Budget): Total # of existing CEA positions department-wide: </div> <div> Total # of Exempt allocations department-wide: % of CEA positions to existing staff: </div> </div>				

CEA POSITION REQUEST

XXXX (NEW 10/2008) Page 2

B. SUMMARY OF REQUEST**13. Describe the justification for this request. (If more space is needed, attach additional pages.)****C. ORGANIZATIONAL LEVEL CONSIDERATIONS****14. EXECUTIVE ROLE (Select one)**

- | | | |
|---|--|--|
| <input type="checkbox"/> Assistant Agency Secretary (AAS) | <input type="checkbox"/> Deputy Director (DDR) | <input type="checkbox"/> Program Manager (PMR) |
| <input type="checkbox"/> Director (DIR) | <input type="checkbox"/> Division Chief (DCH) | <input type="checkbox"/> Special Advisor/Admin Assistant (SA/AA) |
| <input type="checkbox"/> Chief Deputy Director (CDD) | <input type="checkbox"/> Project Manager (PRJ) | <input type="checkbox"/> Staff Specialist (SPC) |

☐ Other (Explain):**15. PROPOSED CEA LEVEL (Subject to DPA approval)**☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5**16. CEA LEVEL CRITERIA CODE****17. STAFFING**

Total staff reporting to this CEA:

Professional staff size:

Related Bargaining Units:

18. REPORTING RELATIONSHIP (Class Title/Level)**19. ORGANIZATIONAL LEVEL**☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th (Mega departments only)

CEA POSITION REQUEST

XXXX (NEW 10/2008) Page 3

20. RELATIONSHIP WITH DEPARTMENT DIRECTOR *(check one – refer to instructions for definition)*

- ☐ Member of department’s Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- ☐ Not a member of department’s Executive Management Team but has frequent contact with the Executive Management Team on policy issues.
(Explain):
- ☐ Other *(Explain):*

CEA POSITION REQUEST

XXXX (NEW 10/2008) Page 4

D. ROLE IN POLICY INFLUENCE

21. Describe how the incumbent will serve as the principal policymaker within their respective program area and describe the statewide impact of the assigned program. Include a description of the degree to which it is critical to the department's mission. *(If more space is needed, attach additional pages.)*

CEA POSITION REQUEST

XXXX (NEW 10/2008) Page 5

D. ROLE IN POLICY INFLUENCE *(continued)*

22. Describe whether the incumbent’s role involves responsibility for policy that is sensitive, controversial, and of particular interest and concern to the public, media, and/or legislature. *(If more space is needed, attach additional pages.)*

CEA POSITION REQUEST

XXXX (NEW 10/2008) Page 6

D. ROLE IN POLICY INFLUENCE *(continued)*

23. Describe the consequence of the incumbent’s role in policy making and/or implementing policy decisions. *(If more space is needed, attach additional pages.)*

E. OTHER CONSIDERATIONS

24. Describe any major consideration that was not provided in the information above. *(If more space is needed, attach additional pages.)*

CEA POSITION REQUEST

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NOTE: This page is for State Personnel Board and Department of Personnel Administration use only.

DEPARTMENT	CEA POSITION TITLE	POSITION NUMBER - - -
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F. SPB STAFF RECOMMENDATIONS

Approval by each level is based on the requirements of GC 18547.

Based on the Five Member Board delegation, the SPB Executive Officer approves or disapproves the proposal.

SPB MANAGER	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Comments
	SIGNATURE 	
CONSULTING SERVICES DIVISION (CSD) CHIEF	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Comments
	SIGNATURE 	
ASSISTANT EXECUTIVE OFFICER	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Comments
	SIGNATURE 	
EXECUTIVE OFFICER	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Comments
	SIGNATURE 	

G. DPA APPROVAL

CCD ANALYST	Approved CEA Level: _____	Comments
	SIGNATURE 	



CEA POSITION REQUEST INSTRUCTIONS



GENERAL INFORMATION

What kind of CEA requests need to be filed with SPB and DPA?

Provide a CEA Position Request Form for

- New CEA positions
- CEA positions with significant changes in duties or reporting relationships
- CEA positions with minor changes
- Reactivating inactive CEA positions
- Level changes

What documents do SPB and DPA need?

- A completed CEA Position Request form
- A duty statement with percentages
- Current and proposed organization charts (***Please identify position on chart and save in pdf format***)
- An organization chart depicting all the CEA and Exempt positions reporting to the department's Director (top position).

How and where do I send my package?

Packages should be transmitted electronically by the department's Personnel Officer to SPB and DPA simultaneously, to the following mailboxes:

SPB: cearequests@spb.ca.gov

DPA: CEA@dpa.ca.gov

Note: The submission of the CEA Position Request by the departmental Personnel Officer signifies to SPB and DPA that the department has obtained all necessary internal approvals and that the Department Approving Official named in #10 has the authority to approve such a request.

HOW TO COMPLETE THE CEA POSITION REQUEST FORM

Please complete all items on Pages 1-5 of the CEA Position Request form. This will facilitate the processing of your CEA request in a more expeditious manner.

For detailed instructions on completing the form, please see next page.

Questions?

SPB: Contact Denise Masuhara, CEA & Board Item Unit, 657-2904

DPA: Contact your assigned CCD analyst.

CEA Position Request Instructions

Note: the numbered items correspond to the numbered boxes on the form.

1.	For new requests, leave blank. For changes to existing CEA positions, contact DPA for Record Number.
2.	Enter the date you email the CEA request to SPB and DPA.
3.	Enter the name of your department. Use official department name.
4.	Enter the name of the division/branch/office in which the CEA position resides.
5.	Enter the CEA position title (<i>Example: Deputy Director, Administration</i>)
6.	Enter the CEA position number. Use xxx for the serial number if the position has not been established.
7.	<p>Provide a brief description of the CEA position for the SPB Agenda Calendar, CEA Category Activity, Part A. See samples below.</p> <p><i>NEW CEA Position:</i> PROGRAM DIRECTOR, PERFORMANCE MEASUREMENTS DIVISION, CORRECTIONAL HEALTH CARE SERVICES The Department of Corrections and Rehabilitation proposes to allocate the above position to the CEA category. The Program Director will provide critical subject matter expertise, develop and implement policies for program monitoring and evaluation standards and training programs related to performance measures for the delivery of health care, and will have responsibility of ensuring compliance with mandated court orders.</p> <p><i>REDIRECTED CEA Position:</i> CHIEF, OFFICE OF STRATEGIC PLANNING AND POLICY The Department of Mental Health proposes to redirect a CEA position from the Chief, County Finance Program Supervisor, to Chief, Office of Strategic Planning and Planning and Policy. The proposed position is responsible for the development, implementation, and measurement of the department's strategic plan; the position will direct and oversee the department's efforts to re-engineer its business processes; the position will set statewide policy on issues related to strategic planning.</p>
8.	Check appropriate box. If revising or reactivating an existing CEA position, send a copy of original package.
9.	Enter name, title, phone, and email address of contact person in the Department Human Resources office.
10.	Enter name, title, phone, and email address of departmental approving official.
11.	Indicate type of function. Select one or check "Other" and explain.
12.	Fill in size of department and number of positions as requested. Note that "existing staff" is defined as authorized positions in the Governor's Budget. If department has a large number of contracted or temporary employees, explain in Section E, Other Considerations.
13.	<p>Summarize request and identify relevant considerations.</p> <ul style="list-style-type: none"> ▪ For new CEAs, provide background information regarding why the position is being requested. (For example: reorganization, new mandate, etc.) ▪ For revisions to existing CEA positions, explain what has changed (either major or minor changes). ▪ For reactivating inactive CEA position, explain why position is being reactivated. ▪ For level changes, explain what has changed to warrant an upgrade.
14.	Select one or check "Other" and explain.
15.	Select CEA level department is proposing. Refer to Pay Scales Section 8 for definitions of levels.
16.	Enter the CEA Level Criteria code from the Pay Scales, Section 8.
17.	Fill in number of positions as requested. For total staff, include direct and indirect reports. Identify bargaining units that are tied to the position.
18.	Identify class title and level of position that proposed CEA will report to.
19.	Select one. Refer to Classification and Pay Guide Section 400 for definitions of organization levels. "Mega" is defined as a department with over 20,000 employees.
20.	Select one or check "Other" and explain. "Executive Team" is defined as persons who are regularly involved in policy making at the department level.
21. 22. 23.	Provide a thorough and complete answer to all items. Address both SPB and DPA issues.
24.	Provide any other pertinent information.

TO: STATE PERSONNEL BOARD

FROM: Joey Herrera
Staff Personnel Program Analyst
Department of Personnel Administration

REVIEWED BY: Belinda Collins, Chief
Classification and Compensation Division
Department of Personnel Administration

SUBJECT: Revisions To The Alternate Range Criteria For Housing and
Community Development Representative I, Disability Evaluation
Analyst, Tax Compliance Representative, Assistant Loan Officer,
Program Evaluator, CalPERS

SUMMARY OF ISSUES:

Proposed revisions to Alternate Range Criteria 101, 148, 298, 367, and 429, affiliated with department specified classes for various departments. The proposed revisions are patterned after the recent changes made to Staff Services Analyst (General) Alternate Range Criteria and will allow for the effective recruitment of college graduates.

CONSULTED WITH:

Joey Herrera, Department of Personnel Administration
Barbara Hudson, Department of Personnel Administration
Daphne Baldwin, State Personnel Board
Jeffrey Sears, Housing and Community Development
Colleen Kirtlan, Department of Social Services
Pat Lujan, Employment Development Department
Lavonne Coen, Health Care Services
Susan Serrano, California Integrated Waste Management Board
Wendy Wilson, California Highway Patrol
Elena Romano, CalPERS

In accordance with the terms of the DPA/SEIU contract, DPA has notified the union in writing of this proposal. SEIU has agreed to place this item on the consent calendar.

CLASSIFICATION CONSIDERATIONS:

On July 10, 2007, the State Personnel Board adopted revisions to the Staff Services Analyst (General) class to allow for the effective recruitment of college graduates. This

item proposes similar revisions to Housing and Community Development Representative I, Disability Evaluation Analyst, Tax Compliance Representative, Assistant Loan Officer, and Program Evaluator, CalPERS to enhance the recruitment of college graduates. It is critical the Departments maintain these classifications because the duties performed and the education required are essential to the work performed.

Specific changes include the following:

Amend the Alternate Range Criteria (ARC) for Housing and Community Development Representative I, Disability Evaluation Analyst, Tax Compliance Representative, Assistant Loan Officer, and Program Evaluator, CalPERS to enhance recruitment of college graduates.

The revised ARC patterns closely correspond to the Staff Services Analyst (General) classification. The exception is Range B of ARC 298 proposed for Tax Compliance Representative. The proposed criteria for Tax Compliance Representative identifies twelve months versus six months of outside experience found in the Staff Services Analyst (General) ARC, Range B.

Current Minimum Qualifications (MQ's) in Pattern III for the Tax Compliance Representative class requires one year of experience and equivalent to completion of two years of college (additional experience may be substituted on a year-for-year basis). Current Tax Compliance Representative ARC Range B requires one year of experience in another governmental agency. Therefore, the Department proposes to retain the one year of experience for movement to Range B in order to maintain consistency with the current MQ's and ARC.

RECOMMENDATIONS:

Effective December 2, 2008, the following recommendations are adopted by the State Personnel Board.

1. That the proposed Alternate Range Criteria for the classes Housing and Community Development Representative I, Disability Evaluation Analyst, Tax Compliance Representative, Assistant Loan Officer, and Program Evaluator, CalPERS as shown in this calendar be adopted.
2. That the Alternate Range Criteria for these classes be amended as follows:

HOUSING AND COMMUNITY DEVELOPMENT REPRESENTATIVE ALTERNATE RANGE CRITERIA 101

Experience gained outside State service may be credited only if the appointing power believes the experience was satisfactory and comparable in type and quality to that of Housing and Community Development Representative I.

- Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B or Range C.
- Range B. This range shall apply to persons who have either:
(1) satisfactorily completed the equivalent of six months of Housing and Community Development Representative I, Range A; or (2) ~~a Master's Degree in Urban Planning, Environmental Planning, Urban Affairs, or a closely related field;~~ or (3) six months of satisfactory experience obtained outside State service performing technical or professional housing-related duties similar to those of Housing and Community Development Representative I.
- Range C. This range shall apply to persons who have either: (1) graduated from a recognized four-year accredited college or university; or satisfactorily (2) completed 12 months within the class of Housing and Community Development Representative I, Range B; or (3) completed 18 months of experience outside State service performing technical or professional community development and housing-related duties similar to those of Housing and Community Development Representative I.

Typical examples of the settings of experience used in meeting the Ranges B and C criteria are: State service; Federal Government such as Housing and Urban Development, Federal Housing Administration, Farmers Home Administration; local city and county housing agencies; and private housing entities which provide work experience comparable to that of a Housing and Community Development Representative I. Experience in different settings may be combined toward meeting the criteria.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674, except that upon movement to Range C, the provisions of DPA Rule 599.676 shall apply.

DISABILITY EVALUATION ANALYST ALTERNATE RANGE CRITERIA 148

- Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B or C.

- Range B. This range shall apply to persons who satisfactorily completed: (1) the equivalent of six months as a Disability Evaluation Analyst, Range A; or (2) the equivalent of six months of satisfactory experience outside State service above the trainee level performing technical medical evaluation of the physical or mental functioning of adults or children similar to the duties of a Disability Evaluation Analyst.
- Range C. This range shall apply to persons who either: (1) have graduated from a recognized four-year accredited college or university; or who have satisfactorily completed: (2) the equivalent of 12 months as a Disability Evaluation Analyst, Range B; or (3) the equivalent of 18 months of satisfactory experience outside State service above the trainee level performing technical evaluation of the physical or mental functioning of adults or children similar to the duties of a Disability Evaluation Analyst.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674, except that upon movement to Range C, the provisions of DPA Rule 599.676 shall apply.

TAX COMPLIANCE REPRESENTATIVE ALTERNATE RANGE CRITERIA 298

Employees on entering the class of Tax Compliance Representative or, after entering, upon completion of the requirements and upon recommendation of the appointing authority, shall be eligible for appointment to the appropriate range in terms of the following criteria.

- Range A. This range shall apply to incumbents who do not meet the criteria for payment at Range B or C.
- Range B. This range shall apply to persons who have either: (1) satisfactorily completed the equivalent of six months of Tax Compliance Representative, ~~experience in Range A; or of the class, or (2) one year of experience performing tax compliance duties for another governmental entity. (This experience must be beyond that required to satisfy the minimum qualifications of the class.)~~ (2) have the equivalent of 12 months of satisfactory experience outside of State Service performing analytical compliance activities, financial

record keeping, or administrative duties similar to those of a Tax Compliance Representative.

Range C. This range shall apply to persons who have either: (1) graduated from a recognized four-year accredited college or university; or (2) who have satisfactorily completed the equivalent of 12 months of Tax Compliance Representative experience in Range B of the class experience; and or (3) have the equivalent of 18 months of satisfactory experience outside of State Service performing analytical compliance activities, financial record-keeping or administrative duties similar to those of a Tax Compliance Representative.

When the requirements for a particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674, except that upon movement to Range C, the provisions of DPA Rule 599.676 shall apply.

ASSISTANT LOAN OFFICER ALTERNATE RANGE CRITERIA 367

Experience gained outside State service may be credited only if the appointing power believes the experience was satisfactory and comparable in type and quality to that of an Assistant Loan Officer at the California Trade and Commerce Agency.

Range A. This range shall apply to those individuals who do not meet the criteria for Range B.

Range B. This range shall apply to persons who have either: (1) graduated from a recognized four-year accredited college or university; or (2) who have satisfactorily completed the equivalent to 12 months of Assistant Loan Officer, Range A, experience; ~~and~~ or (3) who have the equivalent to 12 months of satisfactory experience outside of State service working in a banking or lending institution performing loan operations that included loan applications, loan packaging, or loan review.

When the requirements for a particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.676.

PROGRAM EVALUATOR ALTERNATE RANGE CRITERIA 429

Range A. This range shall apply to incumbents who do not meet the

criteria for payment in any other range.

Range B. This range shall apply to persons who have satisfactorily completed either: (1) the equivalent of six months of Program Evaluator, CalPERS experience; or (2) one year of professional experience outside of State service performing accounting, auditing, management information system, or related financial and/or performance consulting duties similar to those of Program Evaluator, CalPERS.; ~~or (3) a Master's Degree in accounting, business administration, public administration, economics, mathematics, management information system, computer sciences, computer programming, or related field.~~

Range C: This range shall apply to persons who either: (1) have graduated from a recognized four-year accredited college or university; or who satisfactorily completed (2) the equivalent of 12 months of Program Evaluator, CalPERS, {Range B} experience; or (3) 18 months of Program Evaluator, CalPERS experience; or (4) the equivalent of two years of professional experience outside of State service performing accounting, auditing, management information system, or related financial and/or performance consulting duties similar to those of Program Evaluator, CalPERS.

When the requirements for the particular criterion are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of Section 599.674, except that upon movement to Range C, the provisions of Section 599.676 will apply.

ALTERNATE RANGE CRITERIA 101

Established 4/13/78

Revised 9/1/88

Experience gained outside State service may be credited only if the appointing power believes the experience was satisfactory and comparable in type and quality to that of Housing and Community Development Representative I.

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B or Range C.

Range B. This range shall apply to persons who have either: (1) satisfactorily completed the equivalent of six months of Housing and Community Development Representative I, Range A; or (2) ~~a Master's Degree in Urban Planning, Environmental Planning, Urban Affairs, or a closely related field;~~ or (3) six months of satisfactory experience obtained outside State service performing technical or professional housing-related duties similar to those of Housing and Community Development Representative I.

Range C. This range shall apply to persons who have either: (1) graduated from a recognized four-year accredited college or university; or satisfactorily (2) completed either: (1)-12 months within the class of Housing and Community Development Representative I, Range B; or (23) completed 18 months of experience obtained outside State service performing technical or professional community development and housing-related duties similar to those of Housing and Community Development Representative I.

Typical examples of the settings of experience used in meeting the Ranges B and C criteria are: State service; Federal Government such as Housing and Urban Development, Federal Housing Administration, Farmers Home Administration; local city and county housing agencies; and private housing entities which provide work experience comparable to that of a Housing and Community Development Representative I. Experience in different settings may be combined toward meeting the criteria.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674, except that upon movement to Range C, the provisions of DPA Rule 599.676 shall apply.

ALTERNATE RANGE CRITERIA 148

Established 5/21/81

Revised 9/1/88

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B or C.

Range B. This range shall apply to persons who satisfactorily completed: (1) the equivalent of six months as a Disability Evaluation Analyst, Range A; or (2) the equivalent of six months of satisfactory experience outside State service above the trainee level performing technical medical evaluation of the physical or mental functioning of adults or children similar to the duties of a Disability Evaluation Analyst.

Range C. This range shall apply to persons who either: (1) have graduated from a recognized four-year accredited college or university; or who have satisfactorily completed: (24) the equivalent of 12 months as a Disability Evaluation Analyst, Range B; or (32) the equivalent of 18 months of satisfactory experience outside State service above the trainee level performing technical evaluation of the physical or mental functioning of adults or children similar to the duties of a Disability Evaluation Analyst.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674, except that upon movement to Range C, the provisions of DPA Rule 599.676 shall apply.

ALTERNATE RANGE CRITERIA 298

Established 1/1/90

Employees on entering the class of Tax Compliance Representative or, after entering, upon completion of the requirements and upon recommendation of the appointing authority, shall be eligible for appointment to the appropriate range in terms of the following criteria.

Range A. This range shall apply to incumbents who do not meet the criteria for payment at Range B or C.

Range B. This range shall apply to persons who have either: (1) satisfactorily completed the equivalent of six months of Tax Compliance Representative experience in Range A; or of the class, or (2) one year of experience performing tax compliance duties for another governmental entity. (This experience must be beyond that required to satisfy the minimum qualifications of the class.) and may apply to persons (2) have the equivalent of 12 months of satisfactory experience outside of State Service performing analytical compliance activities, financial record keeping, or administrative duties similar to those of a Tax Compliance Representative.

Range C. This range shall apply to persons who have either: (1) graduated from a recognized four-year accredited college or university; or (2) who have satisfactorily completed the equivalent of 12 months of Tax Compliance Representative experience in Range B of the class experience; and or (3) have the equivalent of 18 months of satisfactory experience outside of State Service performing analytical compliance activities, financial record-keeping or administrative duties similar to those of a Tax Compliance Representative.

When the requirements for a particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674, except that upon movement to Range C, the provisions of DPA Rule 599.676 shall apply.

ALTERNATE RANGE CRITERIA 367

Established 3/7/95

Experience gained outside State service may be credited only if the appointing power believes the experience was satisfactory and comparable in type and quality to that of an Assistant Loan Officer at the California Trade and Commerce Agency.

Range A. This range shall apply to those individuals who do not meet the criteria for Range B.

Range B. This range shall apply to persons who have either: (1) graduated from a recognized four-year accredited college or university; or (2) who have satisfactorily completed the equivalent to 12 months of Assistant Loan Officer, Range A, experience; and or (3) may apply to persons who have the equivalent to 12 months of satisfactory experience outside of State service working in a banking or lending institution performing loan operations that included loan applications, loan packaging, or loan review.

When the requirements for a particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.676.

ALTERNATE RANGE CRITERIA 429

Range A. This range shall apply to incumbents who do not meet the criteria for payment in any other range.

Range B. This range shall apply to persons who have satisfactorily completed either: (1) the equivalent of six months of Program Evaluator, CalPERS experience; or (2) one year of professional experience outside of State service performing accounting, auditing, management information system, or related financial and/or performance consulting duties similar to those of Program Evaluator, CalPERS.; ~~or (3) a Master's Degree in accounting, business administration, public administration, economics, mathematics, management information system, computer sciences, computer programming, or related field.~~

Range C: This range shall apply to persons who either: (1) have graduated from a recognized four-year accredited college or university; or who satisfactorily completed ~~either: (21)~~ the equivalent of 12 months of Program Evaluator, CalPERS, (Range B) experience; or (32) 18 months of Program Evaluator, CalPERS experience; or (43) the equivalent of two years of professional experience outside of State service performing accounting, auditing, management information system, or related financial and/or performance consulting duties similar to those of Program Evaluator, CalPERS.

When the requirements for the particular criterion are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of Section 599.674, except that upon movement to Range C, the provisions of Section 599.676 will apply.